

# **DEPARTMENT OF HOMELAND SECURITY**

## **UNITED STATES COAST GUARD**

### **MERCHANT MARINER MEDICAL ADVISORY COMMITTEE CHARTER**

#### **1. Committee's Official Designation:**

Merchant Mariner Medical Advisory Committee.

#### **2. Authority:**

This charter establishes the Merchant Mariner Medical Advisory Committee (MMMAC). MMMAC is established under the authority of Title 6, United States Code, section 451 and shall operate under the provisions of the Federal Advisory Committee Act (FACA) (Title 5, United States Code, Appendix).

#### **3. Objectives and Scope of Activities:**

MMMAC shall advise the Commandant of the Coast Guard on the evaluation processes and evaluation criteria for medical certification of merchant mariners, including physical qualification requirements. MMMAC will provide a forum for development, communication, and consideration of expert-based and scientific recommendations. MMMAC will be responsible for specific assignments and may conduct studies, inquiries, workshops, and seminars in consultation with individuals and groups in the private sector and/or state and local government jurisdictions.

#### **4. Description of Duties:**

The duties of MMMAC are solely advisory in nature.

#### **5. Official to Whom MMMAC Reports:**

MMMAC shall provide advice and recommendations to the Director of Prevention Policy (CG-54), United States Coast Guard.

#### **6. Agency Responsible for Providing Necessary Support:**

The Mariner Credentialing Program Policy Division (CG-5434), United States Coast Guard, shall be responsible for providing financial and administrative support to the MMMAC.

#### **7. Estimated Annual Operating Costs and Staff Years:**

The estimated annual operating cost for MMMAC is \$50,000 which includes 0.5 staff years of staff support. Expenditure of funds may only be authorized by the MMMAC Designated Federal Officer (DFO).

**8. Designated Federal Officer:**

A full-time or permanent employee of the Coast Guard shall be appointed by the Director of Prevention Policy as the MMMAC DFO. The DFO or their designee shall approve or call MMMAC meetings, approve meeting agendas, attend all committee and subcommittee meetings, adjourn any meeting when the DFO determines adjournment to be in the public interest, and chair meetings when directed to do so by the Director of Prevention Policy.

**9. Estimated Number and Frequency of Meetings:**

The MMMAC is expected to meet no less than once a year. Additional meetings may be held with the approval of the DFO. Members may be reimbursed for travel and per diem. Committee meetings shall be open to the public unless a determination is made by the appropriate DHS official in accordance with DHS policy and directives that the meeting should be closed in accordance with subsection (c) of section 552b of Title 5, United States Code.

No meeting may be held unless a quorum is present. A simple majority of the appointed members constitutes a quorum. Each member present shall have one vote on any matter considered by the Committee. MMMAC members may participate and vote by teleconference.

**10. Duration and Termination:**

This charter shall be in effect for two years from the date it is filed with Congress unless sooner terminated. The charter may be renewed at the end of this two-year period in accordance with section 14 of FACA.

**11. Member Composition:**

The membership shall consist of up to fourteen members who shall be appointed by and serve at the pleasure of the Secretary of the Department of Homeland Security. Ten members shall be health-care professionals with particular expertise, knowledge, or experience regarding the medical examinations of merchant mariners or occupational medicine. Four members shall be professional mariners with knowledge and experience in mariners' occupational requirements. All members shall serve as Special Government Employees (SGE) as defined in section 202(a) of Title 18, United States Code.

MMMAC may have observers from other interested federal agencies and advisory committees.

Initial appointments to MMMAC shall be for terms of office of one, two, or three years. Thereafter, members shall serve terms of three years. Approximately one-third of members' terms of office shall expire each year. A member appointed to fill an unexpired term shall serve the remainder of that term. All members may serve more than one term. In the event the MMMAC terminates, all appointments to the committee shall terminate.

The Coast Guard may recommend to the Secretary the removal of any MMMAC member who fails to attend two consecutive meetings. A member may be removed upon personal request.

**12. Officers:**

The Director of Prevention Policy may designate one of the members of MMMAC as the Chair and one of the members as the Vice-Chair. The Vice-Chair will act as Chair in the absence or incapacity of the Chair or in the event of a vacancy in the office of the Chair. The term of office of the Chair and Vice-Chair will be one year, and members may serve more than one term.

**13. Subcommittees:**

MMMAC may establish subcommittees for any purpose consistent with this charter subject to the approval of the Director of Prevention Policy. Such subcommittees may not work independently of the chartered committee and must report their recommendations and advice to the MMMAC for full deliberation and discussion. Subcommittees have no authority to make decisions on behalf of the MMMAC and may not report directly to the Federal government or any other entity.

May 6, 2009

Agency Approval Date

February 12, 2009

GSA Consultation Date

June 26, 2009

Date Filed with Congress